

DD/A 81-1872

110 SEP 1981

MEMORANDUM FOR: Director of Personnel
Director of Finance
Director of Logistics

DD/A REGISTRY
FILE: 04M

FROM: Harry E. Fitzwater
Deputy Director for Administration

STATINTL SUBJECT: [REDACTED]
Presidential Management Intern

1. The Presidential Management Intern Program (PMIP) was established by Executive Order 12008 on 25 August 1977. It is designed to attract to the Federal Service men and women of exceptional management potential who have received special training in planning and managing public programs and policies. The Program's goals are to match the interests of those individuals desiring public service careers with the high priority needs of Federal departments and agencies. We have participated in the Program for four years and to date we have sponsored eight Interns.

STATINTL 2. [REDACTED] was selected as our 1981 Presidential Management Intern and will be assigned to offices in the Directorate of Administration as well as in other administrative/analytical areas of the Agency. [REDACTED] comes to the Agency with an excellent background as noted in his resume' and PMIP nomination

STATINTL [REDACTED]
[REDACTED] has gained valuable work experience in several research and administrative positions in the public, private and academic sectors. His work in these areas provides a solid background for CIA in both the administrative and analytical fields.

3. During the first year of his internship, [REDACTED] will serve a series of interim assignments of four months duration. The following schedule has been developed:

Office of Personnel	21 September 1981-15 January 1982
Office of Finance	18 January - 14 May 1982
Office of Logistics	17 May - 17 September 1982

It is hoped that during the period [REDACTED] is with your Office he will be briefed, trained and given meaningful work assignments which will challenge his abilities. Since he is being developed

for an overseas administrative officer assignment upon completion of the internship, a detail to an operating component outside your Office would be beneficial. At the end of [redacted] assignment we would like a narrative assessment of his experiences and performance while assigned to your Office. STATINTL

STATINTL 4. [redacted] also will be scheduled for several formal internal OTE training courses which will be worked around or within the detail period. The following courses have been identified as being of particular value to a new employee of the Agency:

- Introduction to CIA
- Administration Directorate Review: Trends and Highlights
- CIA Financial Systems
- CIA Budget Process
- CIA Today and Tomorrow
- Fundamentals of Supervision
- Fundamentals of Administration
- Introduction to EDP
- Information Science for Managers
- Leadership Styles and Behavior
- Writing for CIA

Since definite dates have not been established for all of the above courses, the DDA Training Officer will be in contact with your Office as soon as the dates are available in order to coordinate the above training program.

5. I believe the Presidential Management Intern Program offers the Agency an excellent opportunity to locate and hire high caliber personnel. The success of the Program will be measured partially by the retention of the Interns following the internship. Their interest in making the Central Intelligence Agency a career will be based on the experiences they encounter during their internship. Accordingly, I hope that you will take a personal interest in Mr. [redacted] and make his assignments worthwhile endeavors. If you have any questions, please call the DDA Career Management Officer on extension [redacted]. STATINTL

Harry E. Fitzwater
Harry E. Fitzwater

Attachments:
Resume' and PMIP Form

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